Reserve Order Discrepancy Report

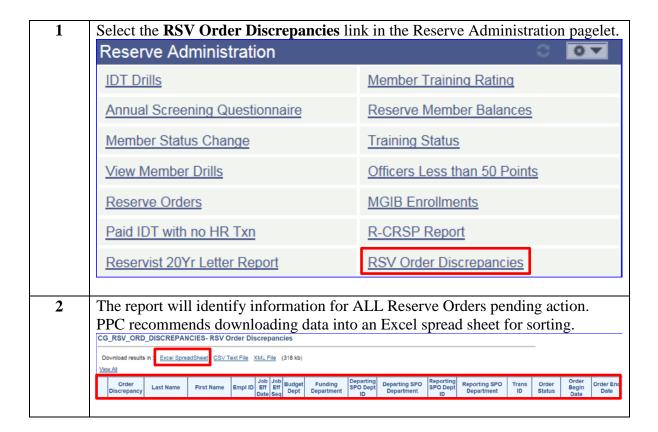|	
Introduction	This guide provides the procedures for running the Reserve Order Discrepancy Report in Direct Access. It identifies orders pending command, SPO, DXR or PPC action.
Information	There are many Reserve Orders in Direct Access in various stages of processing that need to have various action taken to cancel, or process the orders to an En route or Finished status. Administrative Offices, SPOs, District (dxr) and RFRS Staffs, DOL, and PAC-13 should run this report to ensure complete and timely processing of all Reserve Active Duty orders.
Procedures	See below.

1	Select the **RSV Order Discrepancies** link in the Reserve Administration pagelet.
2	The report will identify information for ALL Reserve Orders pending action. PPC recommends downloading data into an Excel spread sheet for sorting.

Reserve Order Discrepancy Report, Continued

Procedures,
continued

3	Use the chart below to interpret the **Order Discrepancy** column.

Discrepancy	Description
Authorized Orders with Begin Date Past Not E, F	Reserve order is not in an En Route or Finished status and the begin date of the order past current date of report. SPO action needed either to process to an En Route or Finished status or cancel the order.
En Route and Finished Orders with No ROB Job Row	Reserve order is En Route or Finished status with no Reserve Order Begin (ROB) Job Row to begin AD Pay on the Actual Begin Date of the order (Seq Nbr 1). Contact PPC for action. PPC (ADV) will create a Customer Service help ticket and inform the SPO if any further action is required.
En Route Order With Inactive Department	Reserve order is in En Route status with an inactive department ID on the orders. SPO needs to enter a valid department ID.
En Route Order With Inactive Location	Reserve order is En Route with an inactive location. SPO needs to enter valid location.
En Route Order With Inactive Position	Reserve order is in En Route status with an inactive position. SPO needs to enter a valid position number.

Reserve Order Discrepancy Report, Continued

Information,
continued

Discrepancy	Description
Finished Order With No ROE or RLD in Job	RSV order is in a Finished status, but no Reserve Order End (ROE) Job Data row built to shut down member's entitlement to AD Pay on Actual End Date (Seq Nbr 99). Contact PPC if Short Term orders. Complete required RELAD event if Long Term orders.
Future Dated ROB/ROE Row in Job	Reserve orders with a future dated Reserve Order Begin and/or Reserve Order End Job Row – Error should never occur but was built as a possible condition. Contact PPC for action. PPC (ADV) will create a Customer Service help ticket and inform the SPO if any further action is required.
Order BeginDt Different Than First OrdTravel Actua	Order Begin Date does not match the Actual Depart Home (Seq Nbr 1) date of the Reserve order. Contact PPC for action. PPC (ADV) create a Customer Service help ticket and will inform the SPO if any further action is required.
Order EndDt Different Than Last OrdTravel Actual D	Order End Date does not match the Actual Report Home (Seq Nbr 99) date of the Reserve order. Contact PPC for action. PPC (ADV) will create a Customer Service help ticket and inform the SPO if any further action is required.
Orders In P,A,R Status with Actual Dates Not Pendi	Reserve order is in a status of Proposed, Authorized or Ready status with an Actual date in one or more of the Travel Order Seq 1, 2, 98 or 99 but not submitted for approval to the approving official. SPO needs to route orders for approval. No Sequence should have an actual date reported until the order is submitted to the SPO Supervisor for approval (member has performed travel). Orders should always be in an En route, Finished, or Ready status pending SPO Supervisor En route approval when these dates have been populated. Note: Some entries are being populated by member.

Reserve Order Discrepancy Report, Continued

Procedures,
continued

Discrepancy	Description
Orders Routed > 1 mon to next level. Action pends	Reserve orders have been submitted for approval; action by approving authority has been pending for over 1 month in any status Not an error – These are informational only, a useful tracking tool at District (DXR) level.
Orders With Approved Rows With No Actual Dates	Orders with approved travel rows without actual dates. This condition should never occur. Contact PPC for action. PPC (ADV) will create a Customer Service help ticket and inform the SPO if any further action is required.
Orders With Future Actual Dates	Orders with Actual Dates in the future (exceeding system date.) This condition should never occur. Contact PPC for action. PPC (ADV) will create a Customer Service help ticket and inform the SPO if any further action is required.
Orders With Travel Actual Dates Not Pending/Approved	Orders contain an Actual Date in Sequence 1, 2, 98, or 99, with Travel Approval blank. Contact PPC for action.
Overlapping Order	Orders overlap with another set. This condition should not occur. PPC is reviewing each instance of this error closely to determine if there is a systems issue. Contact PPC for action. PPC (ADV) will create a Customer Service help ticket and inform the SPO if any further action is required.
Unfinished Orders With End Date Past	Reserve order in Authorized, En Route or Ready status with an ending date past the current report date which has not been completed to a Finished status. SPO action required.

Reserve Order Discrepancy Report, Continued

Information,
continued

Discrepancy	Description
XFR/ROB Job Rows With No Associated Order	Job Data created with the Action Reason Transfer/Reserve Order Begin, with no associated Reserve order with Seq Trvl 1 Actual Date. Contact PPC for action.
XFR/ROE Job Row With No Associated Order End Dt	Job Data row created with the Action Reason Transfer/Reserve Order End. No associated Reserve order with Seq Trvl 99 Actual Date. Contact PPC for action.